

2008

# Adra Match Accounts

## User manual

This manual contains a user guide with descriptions of features.



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## Guide Adra Match Accounts

### Preparations

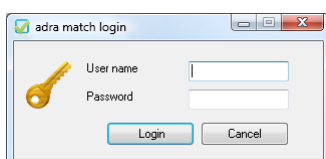
- Export an account statement as a text file from your ERP containing the accounts you wish to reconcile. Usually this is done via a Report or Export – function in your ERP.
  - o Create a folder on a network drive where you can save the files.  
Ex: G:\AccountMatch\{(name\_of\_ERP)}
  - o Create a backup folder where AccountMatch will move the imported files.  
Ex. G:\AccountMatch\{(name\_of\_ERP)}\Backup
  - o The file must be a text file. Excel files can be used if it is saved as a TAB-delimited text file.
- Get a statement as a text file from your bank.
  - o Contact your bank for further instructions on how to do this .
  - o Create a folder on a network drive where you can save the files.  
G:\AMAccounts\{(name\_of\_bank)}
  - o Create a backup folder where AccountMatch will move the imported files.  
Ex. G:\AMAccounts\{(name\_of\_bank)}\Backup

### Daily routines

- Get the text file (account statement) from your ERP
- Get the text file (account statement) from your bank
- Log in to adra match accounts
- Import the file from your ERP and bank
- Ensure that the post-import balance is the same as the balance on your bank- and ledger account(s).
- Run automatic reconciliation
- Reconcile manually
- Print reports

### Logging in

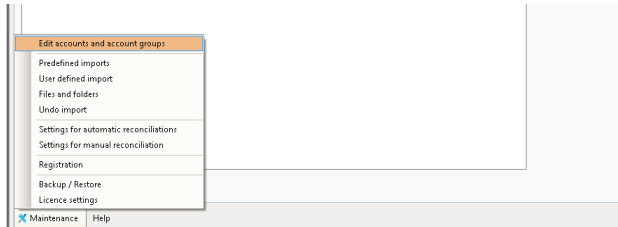
Log in with the username and password you have been assigned.



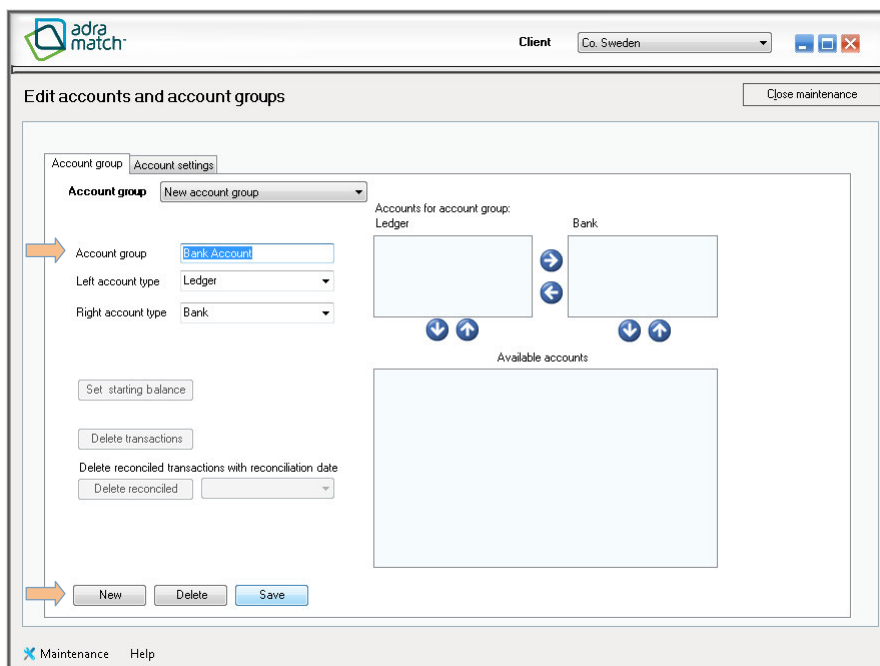
## Edit accounts and account groups

Add, modify and delete accounts and account groups. Set the starting balance of account groups, delete all transactions or delete all reconciled transactions to a set date.

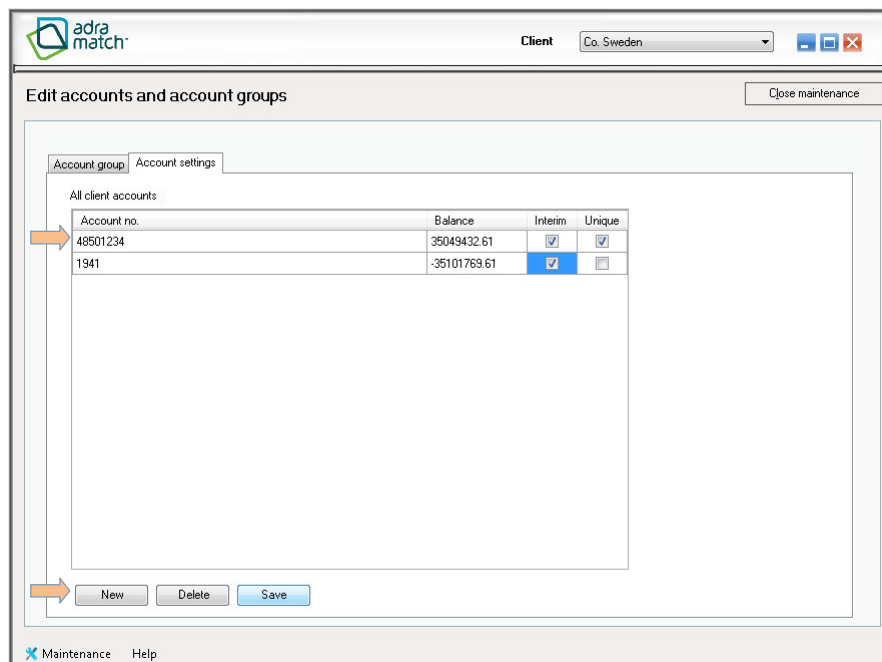
Select **Maintenance** -> **Edit accounts and account groups**.



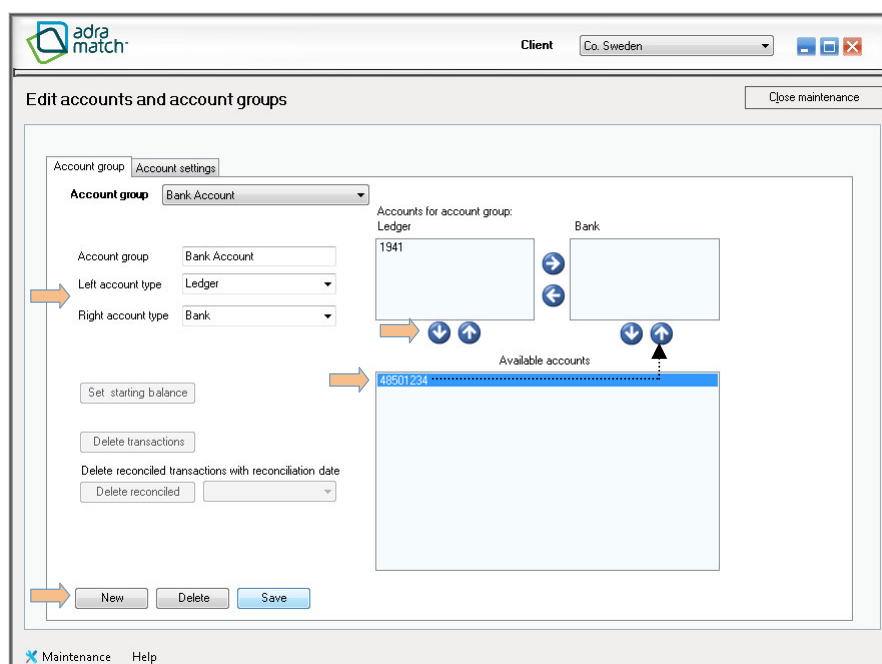
Click **New** and select a name for the account group. Click **Save**.



Select *Account settings*, click **New** and enter the account number. Set it to *Interim* to enable reconciliation between debit to credit within the account. Set it to *Unique* if the account number is unique for the entire engagement. This enables the possibility to import at engagement level (Import to all clients). Click **Save** to save the added/edited account. Do this once for the accounts you want to reconcile.



Click *Account groups*. Make sure that the right account group is selected. Select one or more of the *Available accounts*. Then click the up arrow to add account to Leger (Left) or Bank (Right). It's also possible to change account type (Ledger or Bank). When you are finished, click **Save**.



## Set starting balance

Click **Set starting balance** under *Account groups*. Set the balance of the month/period you want to start your reconciliation, and remember to reverse the +/- signs of the bank transactions. Then manually enter the open transactions from ledger and bank. Remember to reverse the +/- signs of the bank transactions. Don't forget to select the correct account number. When *Difference* is zero, click **Insert** to save the starting balance and the open transactions.

Registration of start sums for account group: Bank Account

Register balances and open posts for each account and click "Insert" when the difference is 0.  
NB! Bank transactions and expense accounts are registered negatively

Account no.	Balance
48501234	-136,245.48
1941	123,245.96

Date	Reference	Amount	Account no.	Text	Free text
30/10/2007	BF6003198	110,040.48	1941	InbetBG	
30/10/2007	51595742	-123,040.00	48501234	Bank giro inb	
*					

Total registered: -12,998.52

Corrected balance:

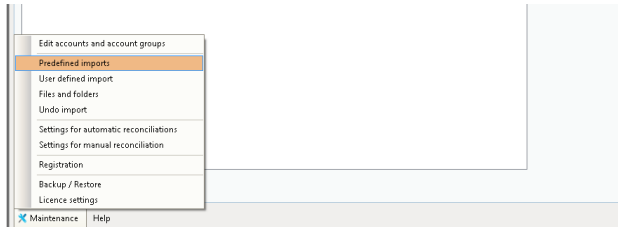
Ledger	13,205.48
Bank	-13,205.48
Difference	0.00

Insert Cancel

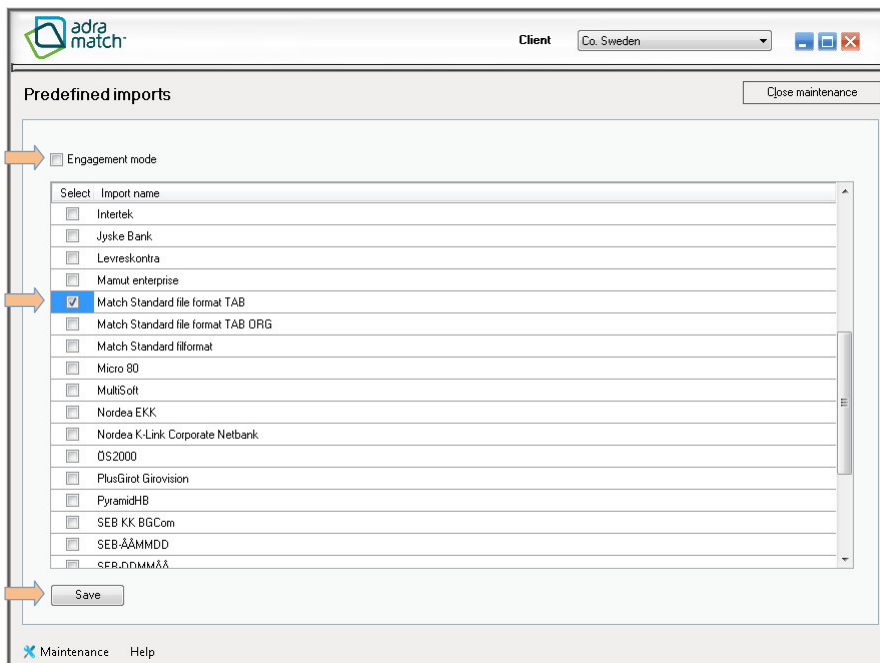
## Predefined imports

This is where all the predefined imports for account statements from banks and ERPs are located. If you have received a standard import for your company, it will be available here.

Select **Maintenance -> Predefined imports**.



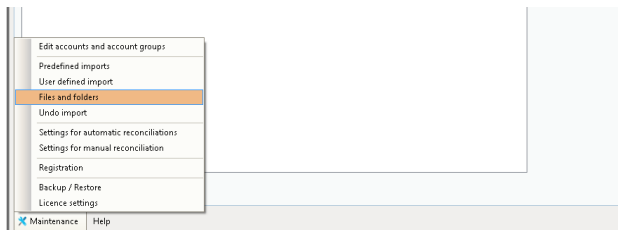
Select the imports you want and click **Save**. Select Engagement mode if you want to use the import to import all clients.



## Files and folders

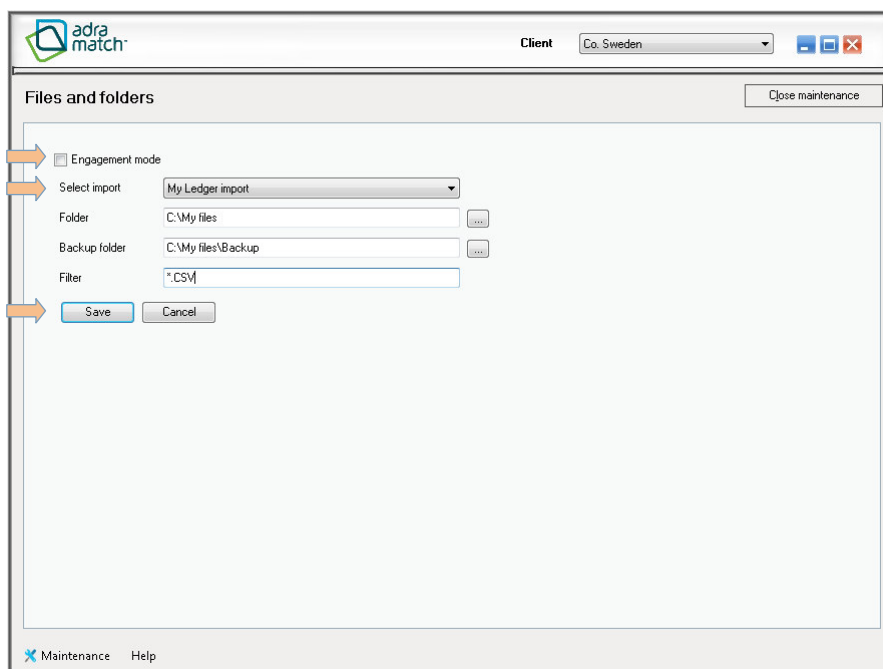
This is where you define the path to the import folder (the folder you saved your text files), and the backup folder. This is set once per selected import and client. Paths for import in engagement mode can also be set up.

Select **Maintenance** -> **Files and folders**



Select the import you want to set a folder path for, and then set the path to the folder where the files are located. You can also setup a path to a *Backup folder* and select a *Filter* to show only CSV files (\*.CSV). Click **Save**.

To select a paths for an import in engagement mode (imports to all clients). Select *Engagement mode*.



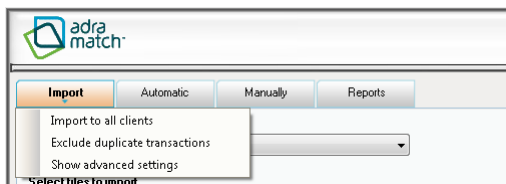


## Import

This is where you import the files from your bank, ERP, or other.

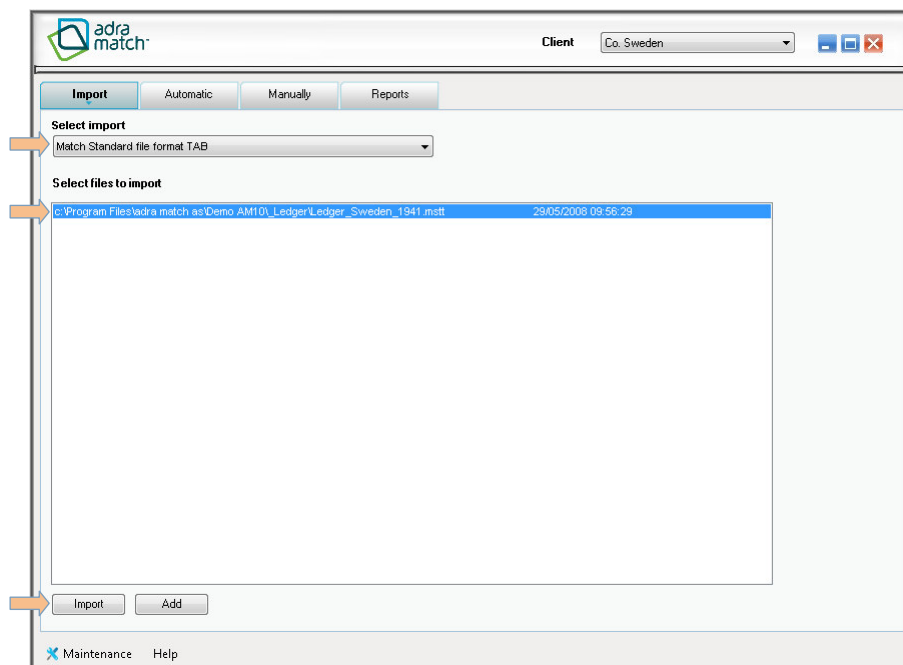
Click on *Import*. Click it again, and you are presented with three options (see below). What you select here is saved for the current user and PC.

- **Import to all clients** – It's possible to import to two or more clients simultaneously, if the accounts you are importing to are set to unique under *Maintenance – Accounts and account groups*, or if they aren't unique, have a client number set under *Maintenance – License settings*, that also needs to be in the file you are importing.
- **Exclude duplicate transactions** – This function makes it possible to ex. import the file from your ERP before everything is booked, reconcile, book what's not right and then import a new file for the same month and only have the new transactions imported.
- **Show advanced settings** – Gives you the option to limit the import based on date.



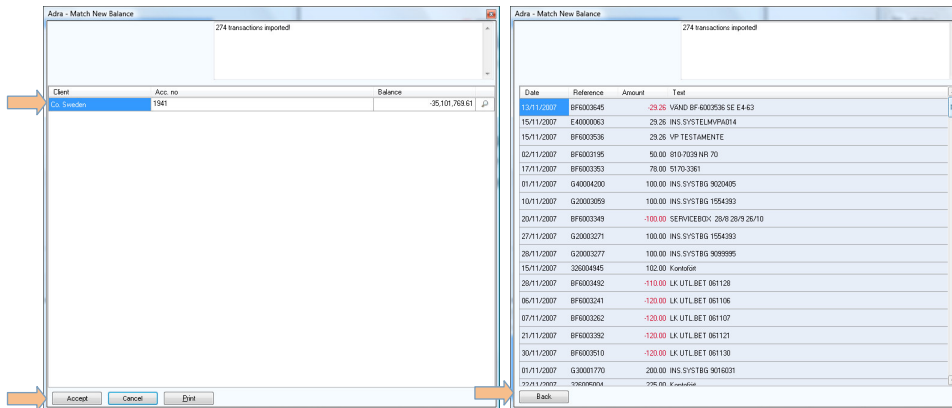
*Select import.* If you successfully set up the correct paths under *Files and folders* you can select the file(s) you want to import and click **Import**, as the files will appear in this window automatically.

Add files manually by clicking **Add**.

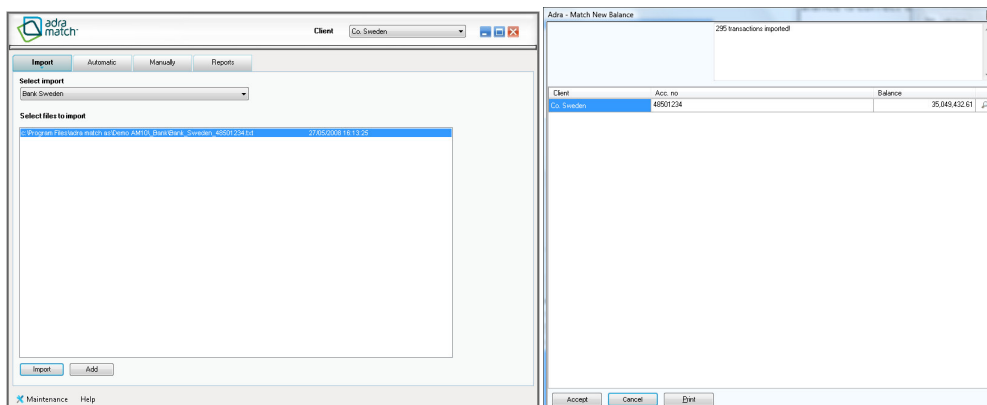


## Balance post – import

When the files are imported, you will be prompted with the number of transactions imported and the balance post-import. By clicking the magnifier glass, next to the balance, you can see the transactions that have been imported. Click **Back** to return to the balance window. Make sure that the balance is correct, then click **Accept**. If it is incorrect, click **Cancel** and redo the import. You can also click **Print**, to print the balance for all the imported accounts.



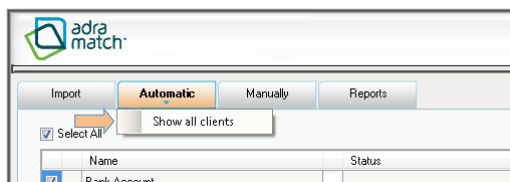
Do this once per ERP/Bank you want to import files from.



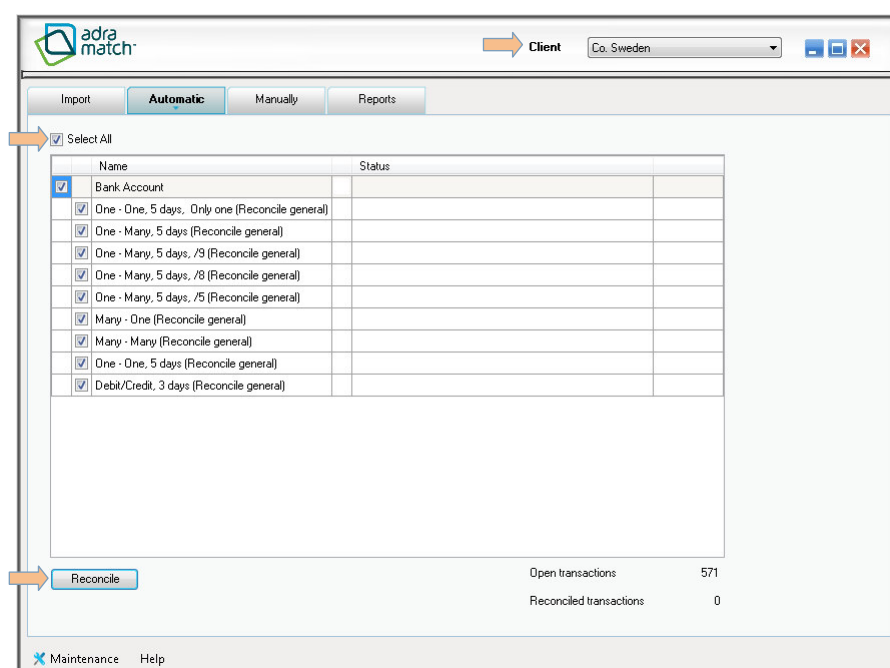
## Automatic (reconciliation)

This is where you run your settings/rules for automatic reconciliation that you have set up. You need to set up settings/rules for automatic reconciliation for this to work. See *"Settings for automatic reconciliation"* for more information.

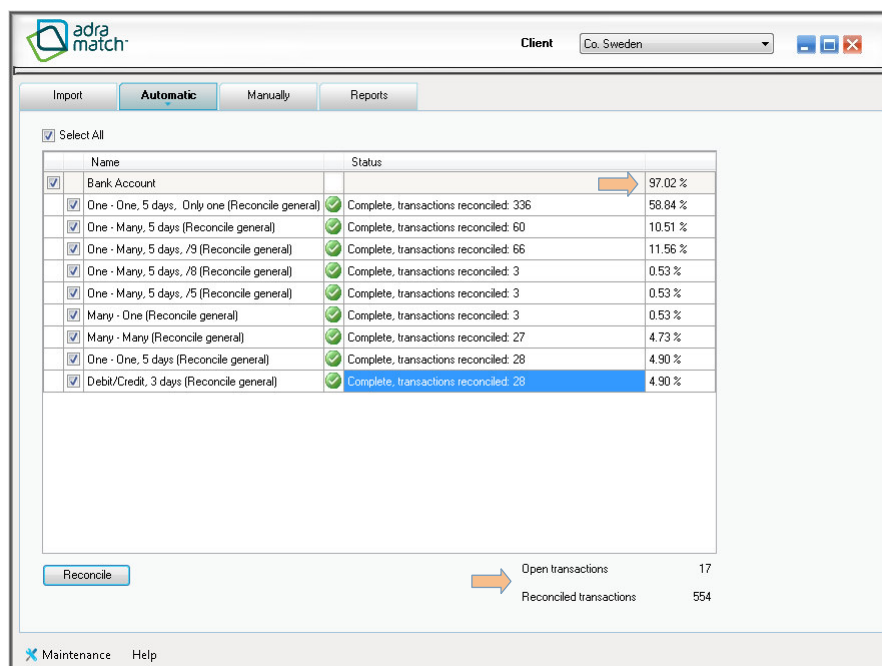
Select **Automatic**. Click on **Automatic** once more and select "Show all clients". Now it's possible to run automatic reconciliation, for all clients and account groups simultaneously.



Make sure that the clients you want to reconcile are selected. You can also choose not to run a particular setting/rule by removing the check in the checkbox. Click **Reconcile**.



When the reconciliation is complete, the number off open and reconciled transaction is shown in the lower right corner. You can also see how many % each setting/rule has reconciled, and the total % for the account group.



The screenshot shows the Adra Match Accounts software interface. At the top, there is a client dropdown menu set to "Co. Sweden". Below this, there are three tabs: "Import", "Automatic", and "Reports". The "Automatic" tab is selected. A "Select All" checkbox is checked. Below this, there is a table with columns "Name" and "Status". The table lists various reconciliation rules and their corresponding transaction counts and percentages. An orange arrow points from the "Status" column to the percentage column. Below the table, there is a "Reconcile" button. To the right of the button, there are two lines of text: "Open transactions" with a value of 17, and "Reconciled transactions" with a value of 554. At the bottom left, there are links for "Maintenance" and "Help".

Name	Status	Percentage
Bank Account		97.02 %
One - One, 5 days, Only one (Reconcile general)	Complete, transactions reconciled: 336	58.84 %
One - Many, 5 days (Reconcile general)	Complete, transactions reconciled: 60	10.51 %
One - Many, 5 days, /9 (Reconcile general)	Complete, transactions reconciled: 66	11.56 %
One - Many, 5 days, /8 (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
One - Many, 5 days, /5 (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
Many - One (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
Many - Many (Reconcile general)	Complete, transactions reconciled: 27	4.73 %
One - One, 5 days (Reconcile general)	Complete, transactions reconciled: 28	4.90 %
Debit/Credit, 3 days (Reconcile general)	Complete, transactions reconciled: 28	4.90 %

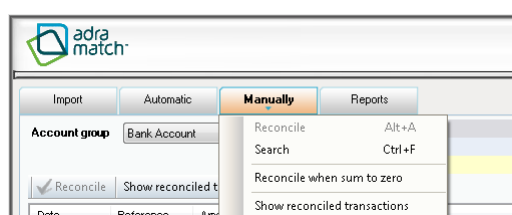
Open transactions: 17  
Reconciled transactions: 554

## Manually

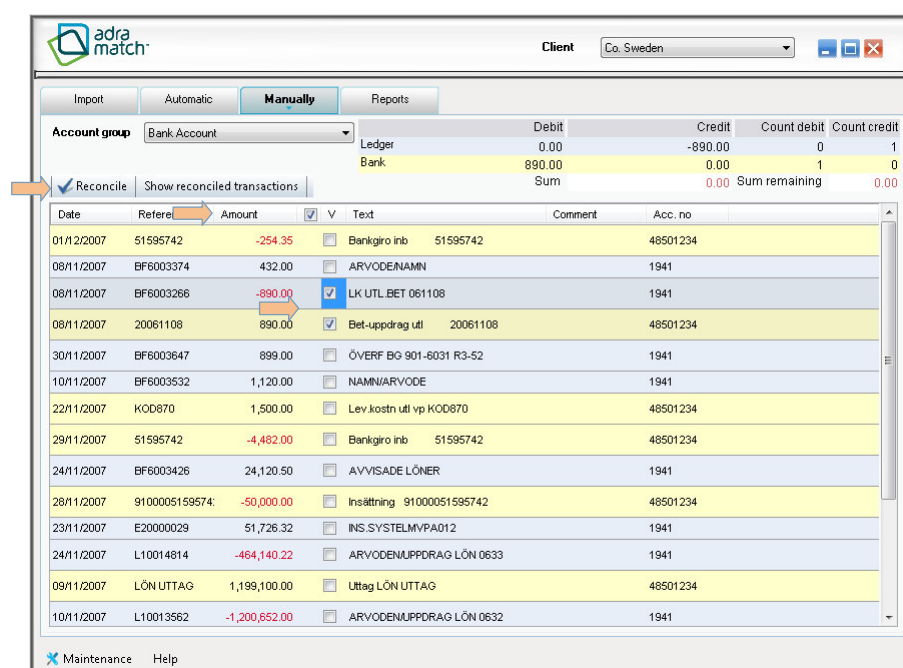
This is where you reconcile your transactions manually. Search, sort, summarize and filter to find transactions that match.

Select *Manually*. Click on *Manually* once more, and you have some options.

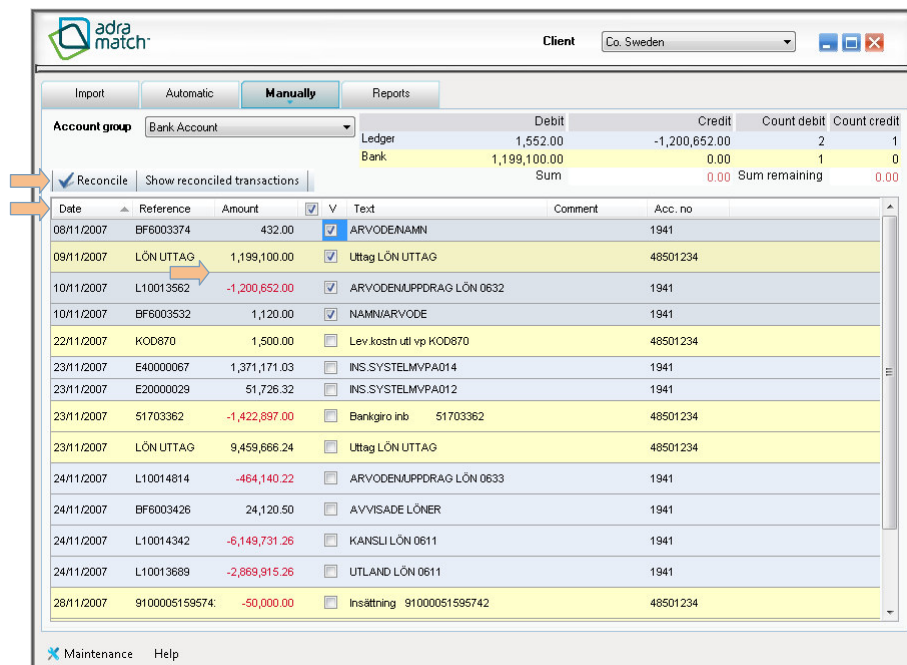
- **Reconcile** – Reconciles the checked transactions if the sum is 0 (or if the deviance is within the allowed limit).
- **Search** – Search for an transaction among the open/reconciled transactions.
- **Reconcile when sum to zero** – Reconciles the transactions, without prompting the user, when you have checked two or more transactions that summarize to zero.
- **Show reconciled transactions** – Shows the reconciled transactions of the selected account group.



Start by clicking on the Amount-column to sort the transactions by the absolute amount, independent of whether it is debit or credit. Look through the open transactions to find two equal amounts, one debit and one credit, from ledger (left side, blue rows) and bank (right side, yellow rows). Select these transactions in the V-column, and then click **Reconcile** or press ALT+A to reconcile the transactions.

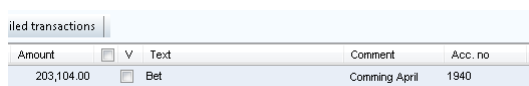


When you can't find any more transactions with equal amounts, sort the transactions on date by clicking the date column. Try to find two or more transactions from ledger that are one transaction in the bank, for example. You are aided by the counter at the top right corner. When the deviance is zero, Sum remaining (0.00), you are able to click **Reconcile**. Keep doing this until you are out of reconcilable transactions.

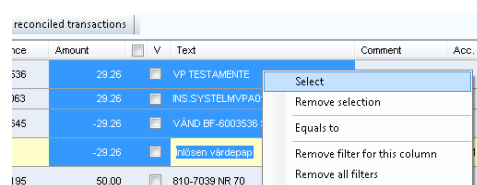


## Useful tips

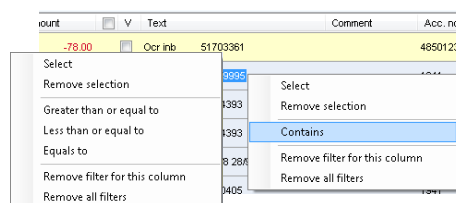
In the *Comment* column you can type whatever you want, for example why a transaction hasn't been reconciled.



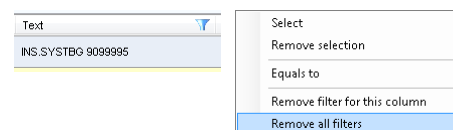
You can select several transactions by dragging your mouse pointer over several rows. It's important that the V-column is selected. Then right-click and click *Select* or *Remove selection*.



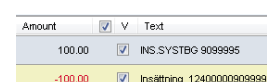
Select a word or a number string or a part of a word or number string from one of the text columns, right click and select *Contains* from menu to set filter to what you have selected. Date and amount can also be filtered on *Greater than or equal to*, *Less than or equal to* or *Equal to*. It's also possible to set filter to several columns at the same time.



To remove a filter from a single column, click the funnel in the column header. Right click and select *Remove all filters* to remove all filters from all columns.



Click the checkbox in the column header of the V – column, to select all open or filtered transactions. Unselect clear all selected transactions.



## Reconcile with transaction with deviation

It's possible to reconcile transaction with deviation manually. To reconcile a transaction with deviation you first have to set up "Allowed deviation", see *Settings for manual reconciliation*.

Select transactions with deviation. If the deviation is within the "Allowed deviation", you will be able to click **Reconcile**.

Account group		Debit	Credit	Count debit	Count credit
Bank Account					
Ledger		1,422,897.35	0.00	2	0
Bank		0.00	-1,422,897.00	0	1
Sum			0.35	Sum remaining	-0.35

Date	Reference	Amount	V	Text	Comment	Acc. no
22/11/2007	KOD870	1,500.00	<input type="checkbox"/>	Lev.kostn uti vp KOD870		48501234
23/11/2007	E20000029	51,726.32	<input checked="" type="checkbox"/>	INS.SYSTEMLMMPA012		1941
23/11/2007	E4000006	1,371,171.03	<input checked="" type="checkbox"/>	INS.SYSTEMLMMPA014		1941
23/11/2007	S1703362	-1,422,897.00	<input checked="" type="checkbox"/>	Bankgiro inb S1703362		48501234

You will not be able see the deviation transaction until you reload all transactions. E.g. Click on **Report** and then click back to **Manually**. The open deviance will be reconciled when it's booked in the ledger and imported to Adra Math Accounts.

Account group		Debit	Credit	Count debit	Count credit
Bank Account					
Ledger		0.00	0.00	0	0
Bank		0.00	0.00	0	0
Sum			0.00	Sum remaining	0.00

Date	Reference	Amount	V	Text	Comment	Acc. no
27/08/2008	Diff: 123	0.35	<input type="checkbox"/>			1941

## Reconciled transaction

Click the "Show reconciled transactions"-button. Here you can undo reconciled transactions, search for a reconciled transaction, or see when and by whom a transaction is reconciled, and if it's manually reconciled or not. You can select and filter on which date you did the reconciliation in the "Reconcile date"-list. If you want to undo a reconciled transaction you check the transaction you want to undo and AccountMatch will automatically check the transaction it's reconciled against. Then click **Undo reconciliation**.

Account group		Debit	Credit	Count debit	Count credit
Bank Account					
Ledger		123,040.00	0.00	2	0
Bank		0.00	-123,040.00	0	1
Sum			0.00	Sum remaining	0.00

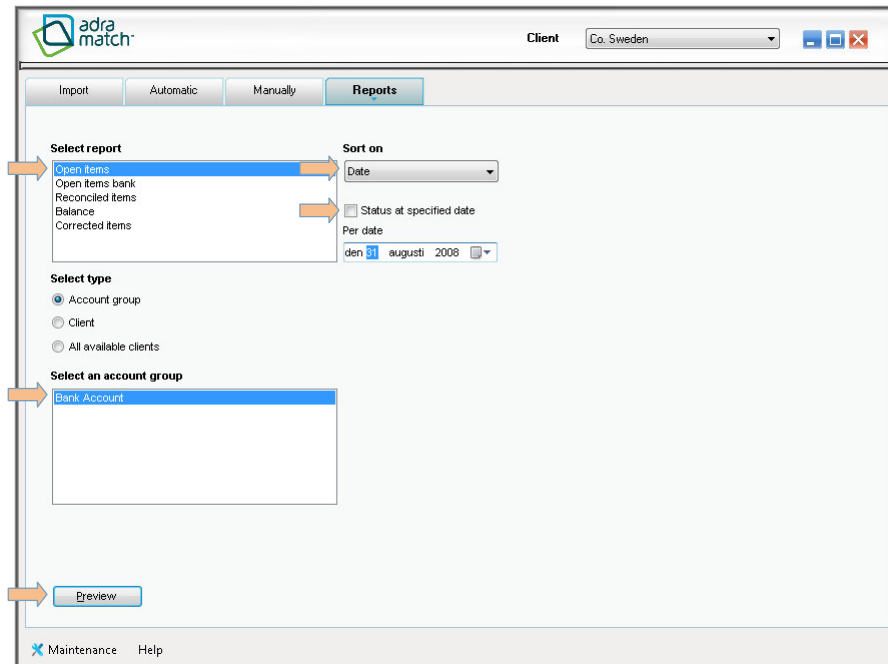
Date	Reference	Amount	V	Text	Comment	Reconcile id	Reconcile date	Acc
30/10/2007	S1595742	-123,040.00	<input checked="" type="checkbox"/>	Bankgiro inb		19995	27/08/2008 14:49	4850
30/10/2007	BF6003199	12,999.52	<input checked="" type="checkbox"/>	InbetBG		19995	27/08/2008 14:49	1941
30/10/2007	BF6003198	110,040.48	<input checked="" type="checkbox"/>	InbetBG		19995	27/08/2008 14:49	1941
01/11/2007	20061101	1,010.00	<input type="checkbox"/>	Bet-uppdrag uti 20061101		19790	27/08/2008 14:49	4850
01/11/2007	20061101	157,924.22	<input type="checkbox"/>	Bet-uppdrag uti 20061101		19791	27/08/2008 14:49	4850
01/11/2007	G40004200	100.00	<input type="checkbox"/>	INS.SYSTBG 9020405		19786	27/08/2008 14:49	1941
01/11/2007	G30001770	200.00	<input type="checkbox"/>	INS.SYSTBG 9016031		20003	27/08/2008 14:49	1941
01/11/2007	G20002986	400.00	<input type="checkbox"/>	INS.SYSTBG 9099995		19788	27/08/2008 14:49	1941
01/11/2007	326004873	642.00	<input type="checkbox"/>	Kontofört		19789	27/08/2008 14:49	1941
01/11/2007	BF6003171	-1,010.00	<input type="checkbox"/>	LK UTL.BET 061101		19790	27/08/2008 14:49	1941

## Reports

This is where you print reports for one or more account groups.

Click *Reports*.

Select report, sorting and the account group you wish to print. You can also select a date to be printed on the report. Select *Client* to get report on all account groups on the client, or *All available clients* for a report on all available clients and account groups. If you check the *Status at specified date* box, the imported and open transactions up until this date will be shown. Then click **Preview**.



The report is previewed as a PDF document. Click the printer to print the report, or click File to save a copy.

AMExport128643171583782898.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 62% Find

Open transactions

Per date 31/08/2008  
 Engagement adra Demo  
 Client Co. Sweden  
 Account group Bank Account  
 Ledger 1941  
 Bank 48501234

BDate	Date	Reference	Account no.	Amount	Text	Comment
22/11/2007	22/11/2007	KOD870	48501234	1,000.00	Lev kostn till vp KOD870	
27/11/2007	28/11/2007	9100001595742	48501234	-50,000.00	insättning 9100001595742	
28/11/2007	29/11/2007	51595742	48501234	-4,482.00	Bankgiro int. 51595742	
30/11/2007	30/11/2007	BF6003647	1941	899.00	OVERFÖRIG 901-6031 R3-52	
30/11/2007	01/12/2007	51595742	48501234	-254.35	Bankgiro int. 51595742	
	27/08/2008	Diff: 123	1941	0.35		
<b>Balance</b>						
Ledger		1941	Sum	-35,088,564.13		
			Sum	-35,088,564.13		
Bank		48501234	Sum	35,036,227.13		
			Sum	35,036,227.13		
<hr/>						
Open transactions	6	Sum open transactions		-52,357.00		
		Diff		0.00		

27/08/2008 15:26:09 admin

© 2008 adra match

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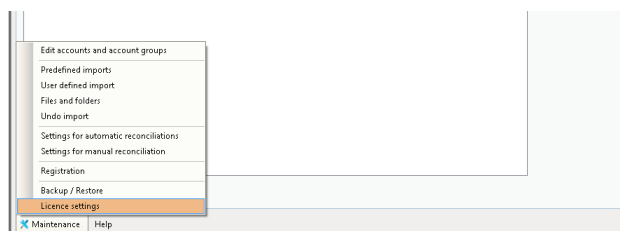
## Reports and content

- **Open items** – Gives you the open transactions of reconciliation, with the balance of each account and the number of open transactions. This list can be sorted on several different columns. Username, timestamp and date is also included.
- **Open items bank** – This report is only accessible if the right account type is ledger and the left is bank, or vice versa. The report is split on debit and credit bank/ledger and gives you the sum of these.
- **Reconciled items** – Reconciled transactions after your chosen date. The number of transactions, timestamp, date and username is displayed.
- **Balance** – The balance and the sum of the open transactions for all available account groups.
- **Corrected items** – A report of all the transactions reconciled with a deviance, giving you the deviances, the total amount, and the number of transactions reconciled with a deviance.

## License settings

This is where you manage your users and clients.

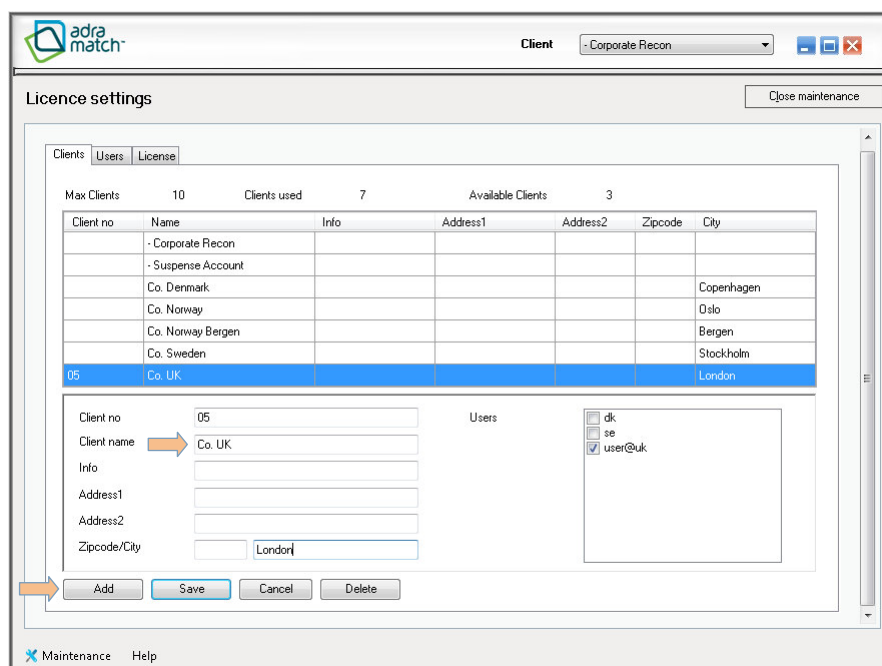
Select **Maintenance** → **License settings**.



## Add or edit a client

Click **Add**. Client name is mandatory. Address and Zip is optional. Add client number if you have one. The client number is used to find the right client, when importing to more than one client. Select users. Users can be added later. Click **Save**.

Select a client to edit. Edit client and click **Save**.



The screenshot shows the 'Licence settings' window with the 'Clients' tab selected. At the top, it displays 'Max Clients: 10', 'Clients used: 7', and 'Available Clients: 3'. Below this is a table of existing clients:

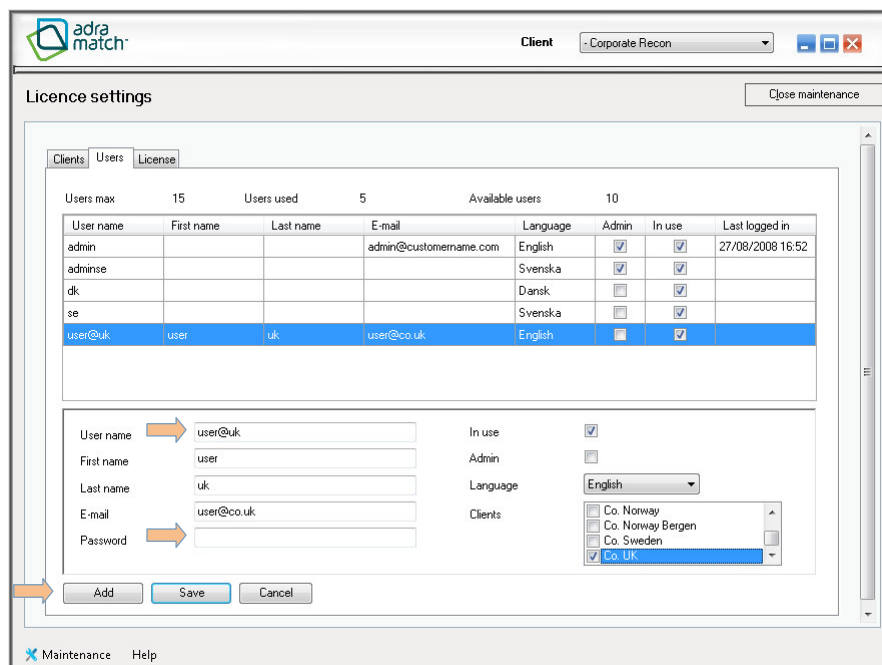
Client no	Name	Info	Address1	Address2	Zipcode	City
-	Corporate Recon					
-	Suspense Account					
	Co. Denmark					Copenhagen
	Co. Norway					Oslo
	Co. Norway Bergen					Bergen
	Co. Sweden					Stockholm
05	Co. UK					London

Below the table, there is a form to add or edit a client. The 'Client no' field is set to '05'. The 'Client name' field is set to 'Co. UK'. The 'Info' field is empty. The 'Address1' field is empty. The 'Address2' field is empty. The 'Zipcode/City' field is set to 'London'. To the right of the form, there is a 'Users' section with a list of users: 'dk', 'se', and 'user@uk'. The 'user@uk' user is selected. At the bottom of the form, there are four buttons: 'Add', 'Save', 'Cancel', and 'Delete'. An orange arrow points to the 'Add' button.

## Add or edit users

Click **Add**. Pick user name and password, and fill out first name, last name and e-mail address and select language. Select whether or not the user is an Admin, or if the user only should be able to access one or more clients. Then click **Save**.

Select a user to edit. Edit user and click **Save**.



Client: Corporate Recon

Close maintenance

Users max: 15, Users used: 5, Available users: 10

User name	First name	Last name	E-mail	Language	Admin	In use	Last logged in
admin			admin@customname.com	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27/08/2008 16:52
adminse				Svenska	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
dk				Dansk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
se				Svenska	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
user@uk	user	uk	user@co.uk	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

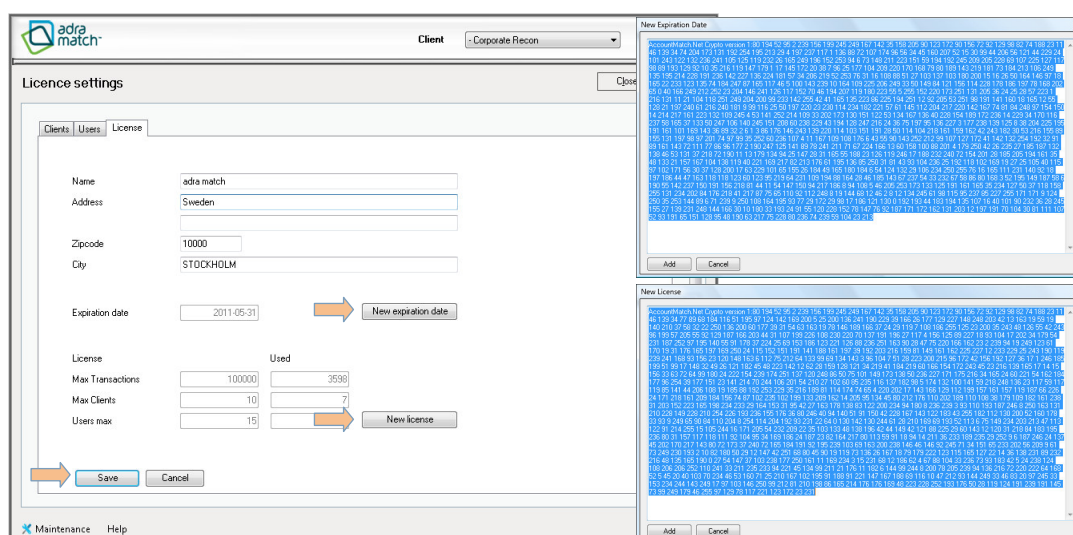
User name: user@uk, First name: user, Last name: uk, E-mail: user@co.uk, Password: [empty], In use: ☒, Admin: ☐, Language: English, Clients: Co. Norway, Co. Norway Bergen, Co. Sweden, Co. UK

Add Save Cancel

Maintenance Help

## Add or change Licence

Fill out the address information. If you have new "expiration date" and "licence". Click **New expiration date**, delete the old "expiration date", and paste the new into the window. Click **Add**. Click **New licence**, delete the old "licence", and paste the new into the window. Click **Add**. Be sure that have the right expiration date and right number of transaction, clients and users. Click **Save**.



Client: Corporate Recon

Close

Name: adra match, Address: Sweden, Zipcode: 10000, City: STOCKHOLM

Expiration date: 2011-05-31, New expiration date

License: Used, Max Transactions: 100000, Max Clients: 10, Users max: 15, New licence

Save Cancel

Maintenance Help

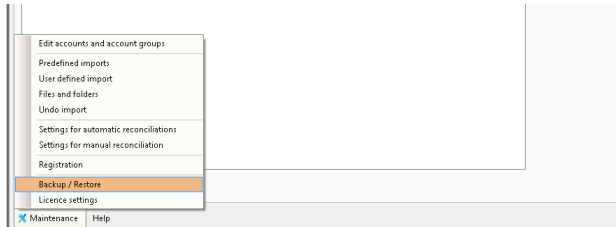
New Expiration Date

New Licence

## Backup and restore

If your SQL-server isn't set up to do backups automatically, you can do a backup manually. If you encounter problems with the program, Adra Support can ask you to do a backup and send it to them.

Select **Maintenance -> Backup / Restore**.



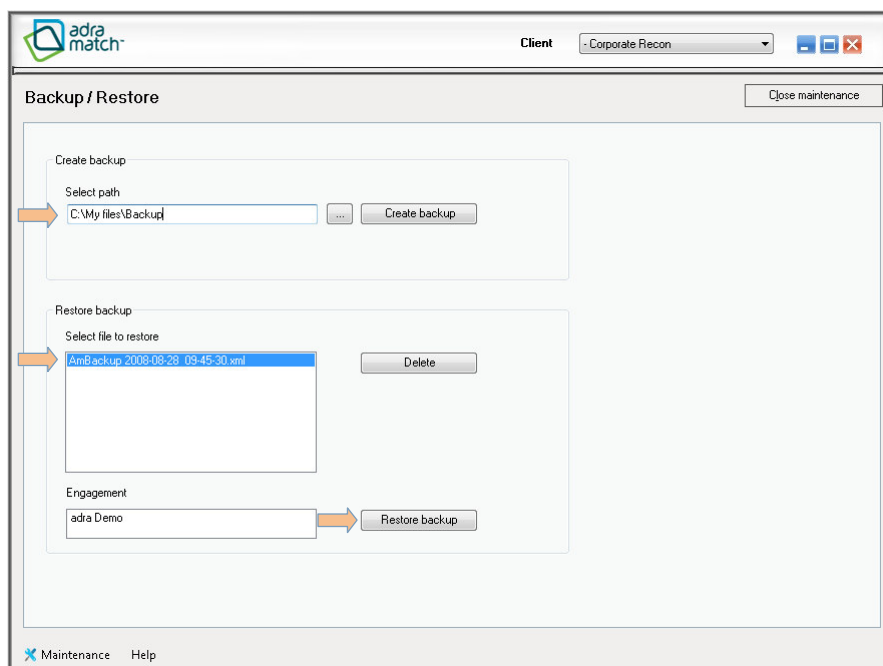
### Create backup

Select **path** to backup folder. Click **Create backup**.

### Restore backup

Select **path** to backup folder, if not all ready selected. Select **file to restore**, click **Restore backup**.

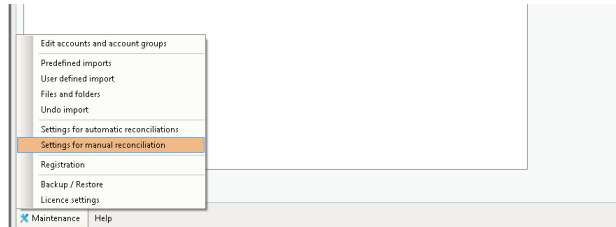
Backups will always be saved with the name "AmBackup YYYY-MM-DD HH-MM-SS.xml". If Adra Support asks you to send them a backup, go to the backup folder, right click on the backup file and select **Send To -> Compressed (zipped) Folder**. Send the ZIP – file you created to Adra support.



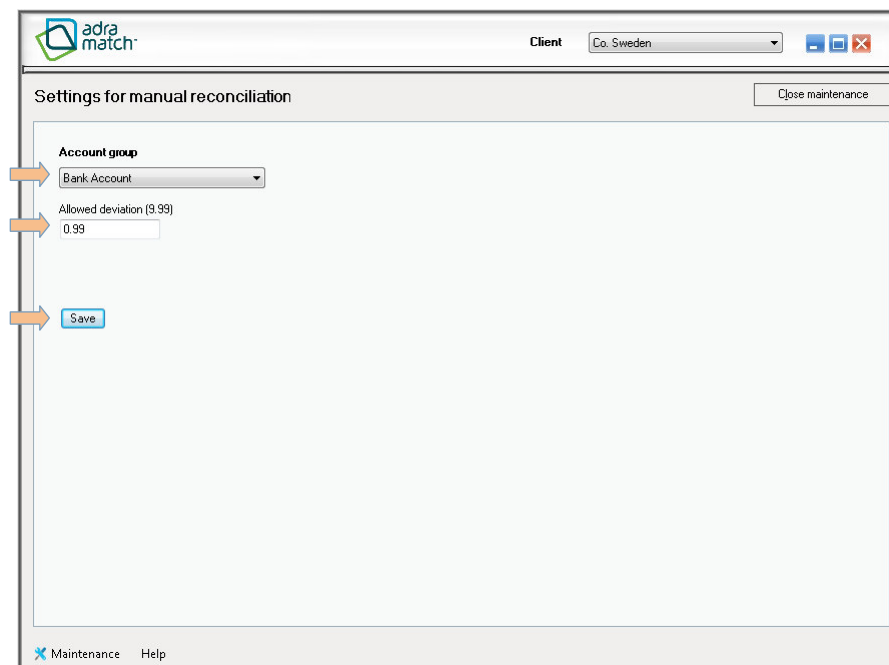
## Settings for manual reconciliation

Set the allowed deviance for manual reconciling. When reconciling with deviation, a transaction with the deviation will be saved as an open transaction. Correct this transaction in your ledger.

Select **Maintenance** -> **Settings for manual reconciliation**.



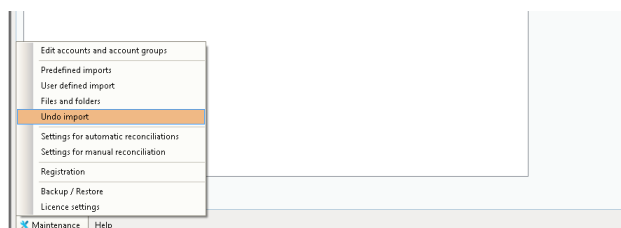
Select account group and account, if you have more the one ledger account in the account group. Enter the allowed deviance and click **Save**.



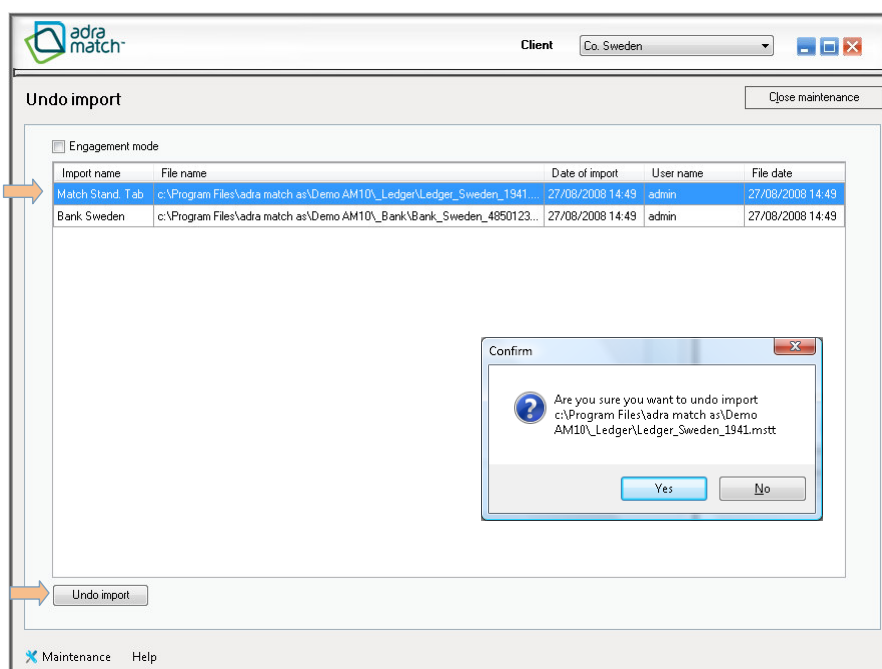
## Undo import

Imported files with reconciled transactions will not appear in the list. To undo the import of a file with reconciled transactions, you first have to undo the reconciliation of those transactions, and then undo the import of the file. Users can only undo files imported at client level, and only for those clients they have access to.

Select **Maintenance -> Undo import**.



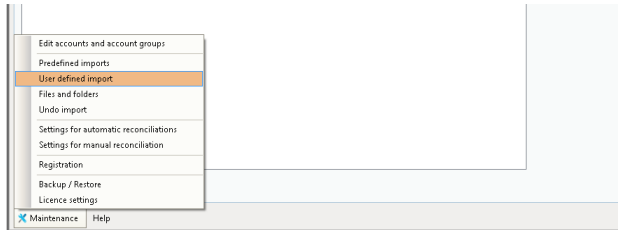
Select the file or files you wish to undo. If you logged in as admin, select *Engagement mode* to see files imported to all clients. Click **Undo import**. Click **Yes** to confirm.



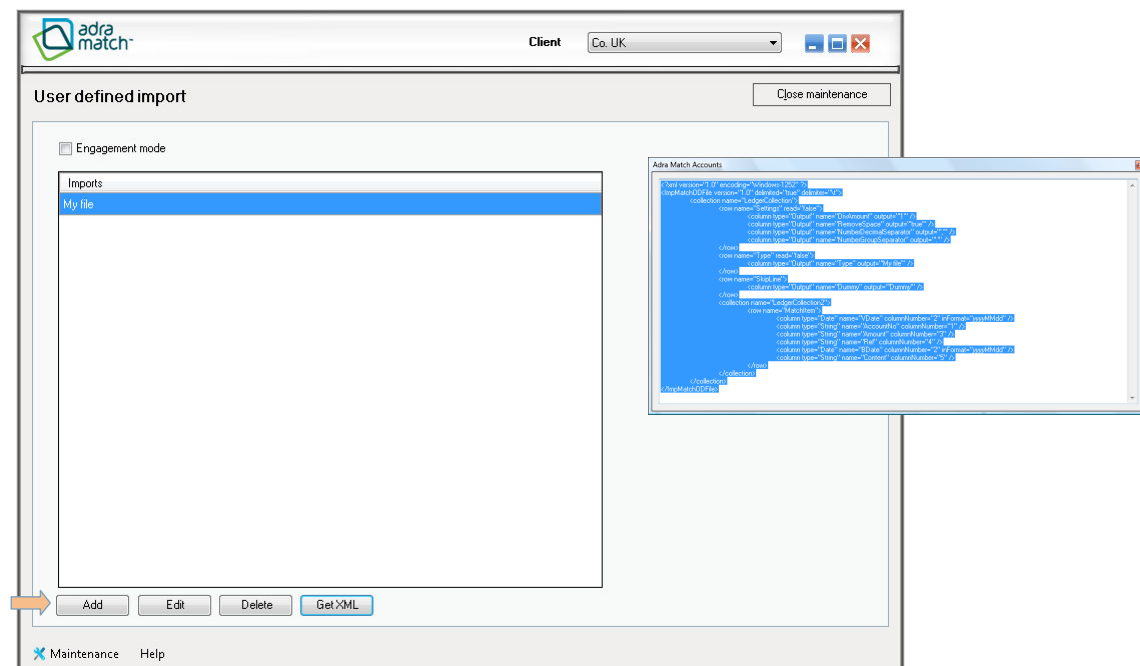
## User defined import

User defined imports can be made for client- or engagement mode.

Select **Maintenance -> User defined import**.



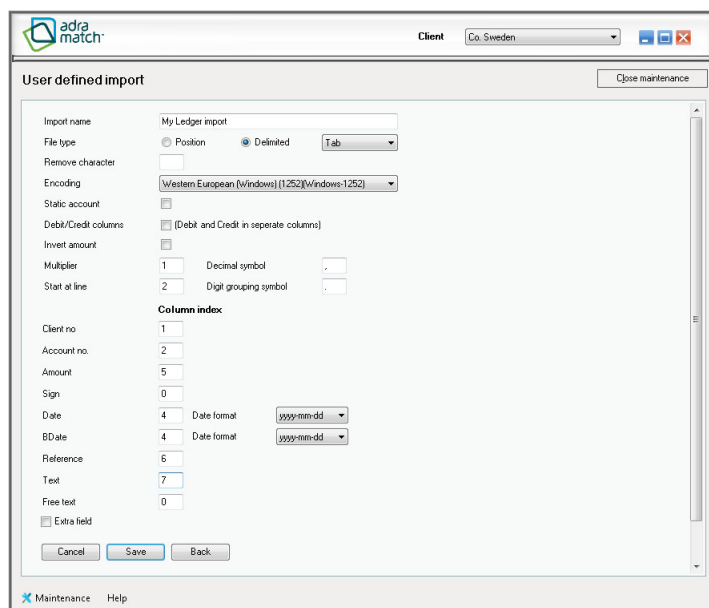
Add, Edit or Delete a User defined import. Click on Get XML, to view the import XLM – code of a existing import.



## Add new import

Select *Engagement mode* to create an import for use in Engagement mode (Import to all clients).

Click **Add** to create a new User defined import.



## Settings

**Import name** – Select a name for your import

**File type** – Select **Position** if the columns in the text file have “Fixed width”. Select **Delimited** if the columns in the text file are delimited with for instance tab or comma.

**Remove character** – This is used to remove ‘Wrappers’. For instance if you have a CSV – file that have a quotation mark (”) on both sides of a text column. E.g. ‘,2008-08-15,400.00,”Bank Acc.”,’.

**Encoding** – Set the encoding to the encoding of your text file. If you don’t know the encoding of you text file, use the standard “Western European (Windows)(1252)(Windows-1252)”.

**Static account** – Use this if your text file don’t contain any account number or account name. Register your own account number.

**Debit/Credit columns** – Select if debit and credit is divided in to two separate columns.

**Invert amount** – Inverts the amount. Plus(+) to minus(-) and minus to plus.

**Multiplier** – Multiplies the amount in the text file, with the value in multiplier. E.g. “1000” multiplied with “0.01” equals “10.00”.

**Start at line** – Use this if the transaction in the text file doesn’t start at the first line. E.g. if you have a header in the text file, set the value to “2”.

**Decimal symbol** – If the amount look like this “100.000,00”, the value will be “,”.

**Digit grouping symbol** – If the amount look like this “100.000,00”, the value will be “.”.

## Columns

**Column index** (Delimited file) – Insert the number of the corresponding columns in the text file.

**From-Length** (Position) – Insert the start position and length of the corresponding columns in the text file.

**Account no., Amount (Debit/Credit), Date, BDate and Reference** is mandatory. If you don’t have two dates in the text file, use the same values for Date and BDate. Don’t forget to change the date format.

**Client no., Sign, Text and Free text** is optional. Client no. is number or name in the text file. Sign is used if the plus (+/d) and minus (-/k) sign have it own column.



## Extra field

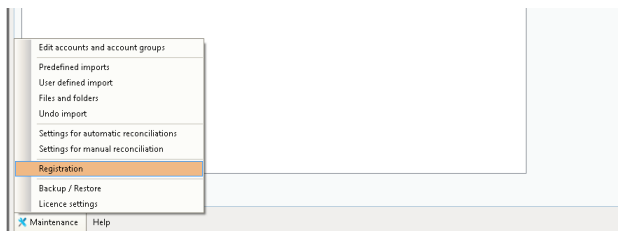
Select extra field if you want to display any information in separate column. Select **Extra field** and type the name of the new extra field. Enter the column number or from position and length.



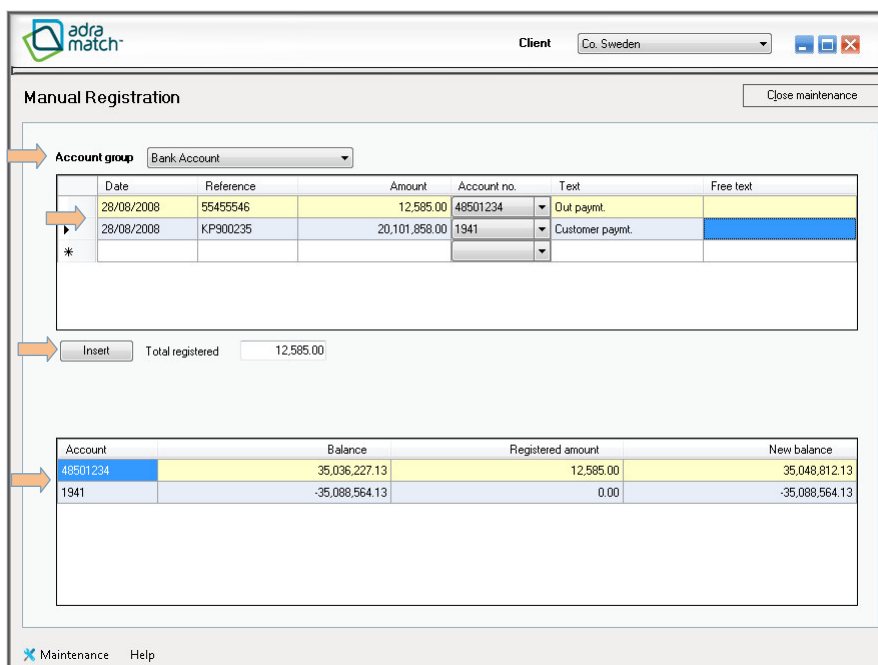
## Manual registration

Manual registration is used to manually add transactions to an account.

Select **Maintenance -> Registration**.



Select Account group. Register the transactions in the top window. In the window below the effect of the registered transactions is shown. Don't forget to select the correct account. When you are finished with your registration, click **Insert** to add the transactions to the reconciliation.



Date	Reference	Amount	Account no.	Text	Free text
28/08/2008	55455546	12,585.00	48501234	Out paymt.	
28/08/2008	KP900235	20,101,858.00	1941	Customer paymt.	
*					

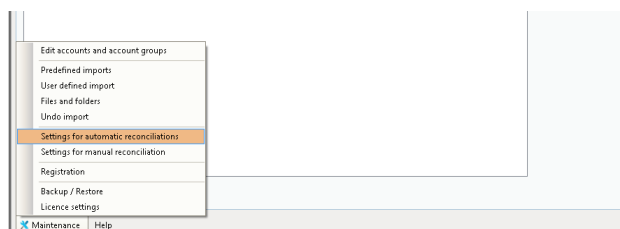
  

Account	Balance	Registered amount	New balance
48501234	35,036,227.13	12,585.00	35,048,812.13
1941	-35,088,564.13	0.00	-35,088,564.13

## Settings for automatic reconciliation

This is where you manage your settings/rules for automatic reconciliation. You can add settings to reconcile one to one, many to one, many to many, or within an account. You reconcile texts, amounts and dates.

Click *Automatic*. Click **Settings** -> **Settings for automatic reconciliation**



### “Reconcile general” Reconciliation rules

#### Settings

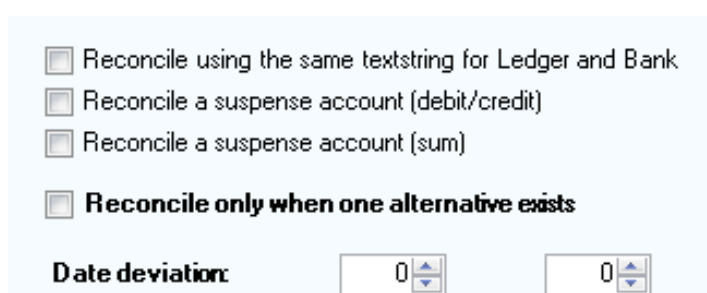
**Reconcile using the same text string for Ledger and Bank** – Only reconciles if the information in the banks and the ledgers text string are the same. For example if the text “OCR” is in both sides’ text strings.

**Reconciliation within an account (debit/credit)** – Reconciles one debit transaction against one credit transaction within one account. The transactions must be within the allowed *Date deviation*. The account must be set to *Interim*.

**Reconcile a suspense account (sum)** – Reconciles one or more transactions within the same account with the same text string. The setting indexes on one column and tries to find a match within the same account with the same text string, which it then sums up to test to see if the sum is zero. The transactions that are summed up must be within the set date deviation. For this to work the account number must be set to *Interim*.

**Reconcile when only one alternative exists** –Reconciles under the condition that only one alternative exists within the allowed date deviation, you just need to create a new setting, give it a Name, select “Reconcile when only one alternative exists”, set a date deviation and click Save.

**Date deviation** – This is the deviation between transactions on the left and right side (often the bank and ledger accounts.). The deviation can be set to reconcile transactions booked before or after the transaction you are reconciling.



### Many items from ....

Select if you want to reconcile One – Many, Many – One or Many – Many. If the transactions in the bundle you want to reconcile is booked on different days, you have to set a **Date deviation within the bundle**.

<b>Many items from Ledger</b> <input type="checkbox"/> Date deviation within bundle: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	<b>Many items from Bank</b> <input checked="" type="checkbox"/> Date deviation within bundle: <input type="text"/> From: <input type="text"/> To: <input type="text"/>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Indexing

You can select two different index types. **Default** creates the index by splitting the text **on space** or **on other**. You can also select which **Field** you want to create an index from, and if the “word/string” is only numbers, and length of the “word/string”. “0” as Length will Index “words/strings” off all lengths. **RegEx** creates an index item from the Value of a Named Value, that is defined in the regular expression. Find more information on Regular Expressions from internet.

<b>Indexing</b> <b>Index type</b> <input type="text" value="Default"/> <b>Split on space</b> <input checked="" type="checkbox"/> <b>Split on other</b> <input type="checkbox"/> <b>Field</b> <input type="text" value="Text"/> <b>Only numbers</b> <input type="checkbox"/> <b>Length</b> <input type="text" value="0"/>	<b>Indexing</b> <b>Index type</b> <input type="text" value="RegEx"/> <b>Field</b> <input type="text" value="Text"/> <b>RegEx</b> <input type="text" value="{\d{8}}"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Examples

### Default indexing

On the image below you can see four transactions, three from ACCOUNTPAY and one from ACCOUNTREC. The three transactions on ACCOUNTPAY have the same amount as the single transaction on ACCOUNTREC. The smallest +/- date deviance between ACCOUNTPAY and ACCOUNTREC is +23 days (5,215.00 and -431.00), and the largest deviance within the ACCOUNTPAY bundle is +88 days (5,215.00 and -4,665.00).

11/28/2007	6905250000	-119.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
10/7/2007	6905250000	5,215.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
1/3/2008	6905250000	-4,665.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
10/30/2007	6905250000	-431.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTREC

Below you can see the reconciliation rules with Indexing **Default** to the left, and Indexing **RegEx** to the right.

Settings for automatic reconciliations

Close maintenance

Account group

Accounts Payable - Receivable

Reconciliation type

Reconcile general

Name

Many to one

☒ Reconcile using the same teststring for Accounts Pay. and Accounts Rec.  
☐ Reconcile a suspense account (debit/credit)  
☐ Reconcile a suspense account (sum)  
☐ Reconcile only when one alternative exists

Date deviation:

-23

0

Many items from Accounts Pay.

☒

Date deviation within bundle:

From:

To:

0

88

Many items from Accounts Rec.

☒

Date deviation within bundle:

From:

To:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Text

Only numbers

☐

Length

0

Cancel

Save

Settings for automatic reconciliations

Close maintenance

Account group

Accounts Payable - Receivable

Reconciliation type

Reconcile general

Name

Many to one, RegEx

☒ Reconcile using the same teststring for Accounts Pay. and Accounts Rec.  
☐ Reconcile a suspense account (debit/credit)  
☐ Reconcile a suspense account (sum)  
☐ Reconcile only when one alternative exists

Date deviation:

-29

0

Many items from Accounts Pay.

☒

Date deviation within bundle:

From:

To:

0

88

Many items from Accounts Rec.

☒

Date deviation within bundle:

From:

To:

0

0

Indexing

Index type

RegEx

Field

Text

RegEx

(\d{7})

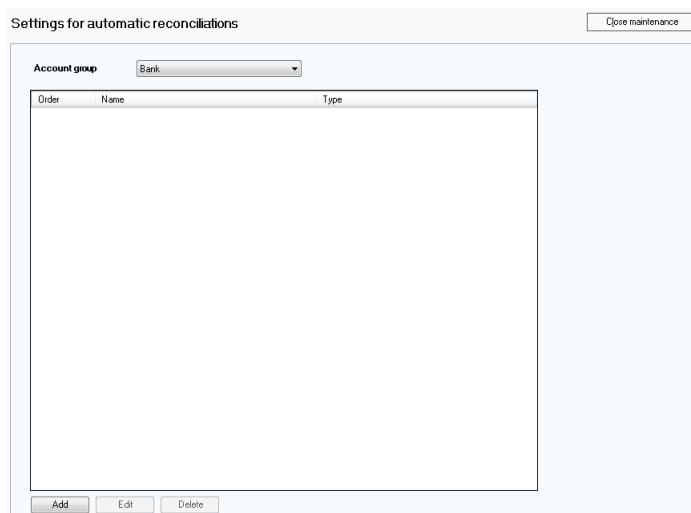
Cancel

Save

## Create a One to One reconciliation

It is easy to create a reconciliation rule that reconciles one transaction from the left side, often the ledger account, against one transaction from the right side, often the bank account, within a date deviation.

Start by selecting the “Settings for automatic reconciliation” from Maintenance. Select the **Account group** you want to add the reconciliation rule to. Click **Add**.



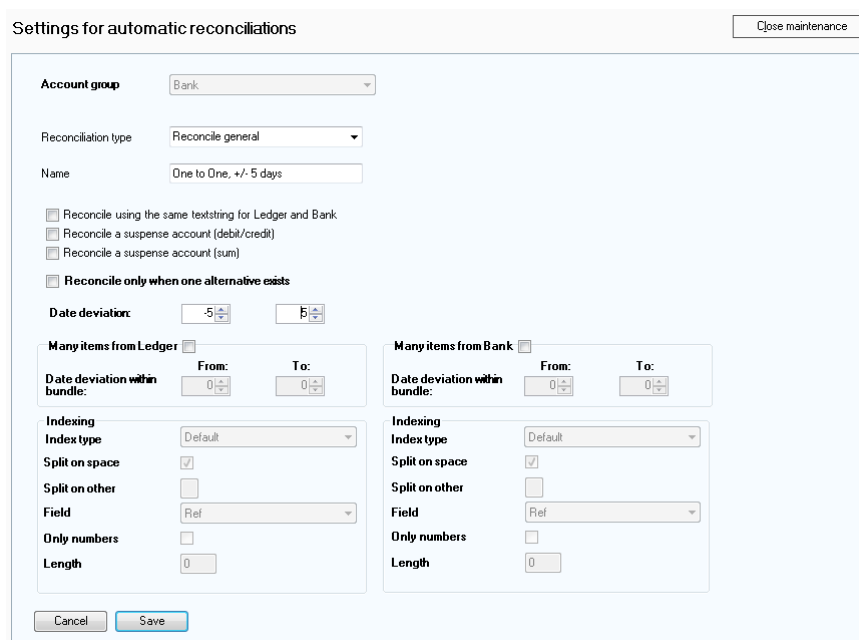
Settings for automatic reconciliations Close maintenance

Account group: Bank

Order	Name	Type
-------	------	------

Add Edit Delete

Give the reconciliation rule a sensible name. Then select the date deviation. In this case we want to reconcile transactions against one another, with the same amount, that deviates +/- 5 days. Set the **Date deviation** to -5 and 5. Click **Save**



Settings for automatic reconciliations Close maintenance

Account group: Bank

Reconciliation type: Reconcile general

Name: One to One, +/- 5 days

☐ Reconcile using the same textstring for Ledger and Bank

☐ Reconcile a suspense account (debit/credit)

☐ Reconcile a suspense account (sum)

☐ Reconcile only when one alternative exists

Date deviation: -5 5

Many items from Ledger ☐

Date deviation within bundle: From: 0 To: 0

Indexing

Index type: Default

Split on space: ☒

Split on other: ☐

Field: Ref

Only numbers: ☐

Length: 0

Many items from Bank ☐

Date deviation within bundle: From: 0 To: 0

Indexing

Index type: Default

Split on space: ☒

Split on other: ☐

Field: Ref

Only numbers: ☐

Length: 0

Cancel Save

You can also create a One to One reconciliation rule that checks if a text string, or a part of text string is alike on the two transactions. In the example below the transactions we are about to match if from the same account, one debit and one credit. The date and reference number is the same.

8/31/2007	105306LB	366.00	<input checked="" type="checkbox"/>	Text	1020
8/31/2007	105306LB	-366.00	<input checked="" type="checkbox"/>	Text	1020

Below you see how the rule should set up. You can of curs RegEx Indexing here to. The Regular Expression could look like this “(\w{2}\d{6})”.

Settings for automatic reconciliations

Close maintenance

Account group

Suspense Account 1020

Reconciliation type

Reconcile general

Name

One to One, Ref

☒ Reconcile using the same textstring for Non and Suspense Account

☒ Reconcile a suspense account (debit/credit)

☐ Reconcile a suspense account (sum)

☐ Reconcile only when one alternative exists

Date deviation:

0

0

Many items from Credit

From:

To:

Date deviation within bundle:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Ref

Only numbers

☐

Length

0

Many items from Debit

From:

To:

Date deviation within bundle:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Ref

Only numbers

☐

Length

0

Cancel

Save

### Create a One to Many or Many to one reconciliation rule

On the picture below you can see two payments on the bank account 48501234, which together have the same amount as the single ledger booking on account 1941. The payments on the bank are booked on the same date and 3 days later then the ledger booking. The text is the same on the payments from the bank.

1/10/2007	BF6003287	4,917.00	<input checked="" type="checkbox"/>	5170-3361	1941
1/13/2007	51703361	-3,387.00	<input checked="" type="checkbox"/>	Ocr inb 51703361	48501234
1/13/2007	51703361	-1,530.00	<input checked="" type="checkbox"/>	Ocr inb 51703361	48501234

Now we are going to set up a reconciliation rule for the example above. Create a new reconciliation rule. Give the reconciliation rule a sensible name. We know from the example above that it's 3 days between the ledger booking and the two payments from the bank. Set Date deviation to 3 in the right box. We also know that we have more than one transaction from the bank and that they are booked on the same date. Select **Many items from bank**. Because the bank transactions are on the same day, you do not have to set any **Date deviation within bundle**. In Indexing you just select Text Field. Click **Save**.

Settings for automatic reconciliations
Close maintenance

Account group
Bank

Reconciliation type
Reconcile general

Name
One to Many, + 3 days

☐ Reconcile using the same textstring for Ledger and Bank  
☐ Reconcile a suspense account (debit/credit)  
☐ Reconcile a suspense account (sum)  
☐ Reconcile only when one alternative exists

Date deviation:
0
3

Many items from Ledger
☐

Date deviation within bundle:
From:
0
To:
0

Indexing
Index type
Default
Split on space
☒
Split on other
☐
Field
Ref
Only numbers
☐
Length
0

Many items from Bank
☒

Date deviation within bundle:
From:
0
To:
0

Indexing
Index type
Default
Split on space
☒
Split on other
☐
Field
Text
Only numbers
☐
Length
0

Cancel
Save

## Set order to reconciliation rules

Click on the dropdown in the Order column to select the order of the reconciliation rule.g

Settings for automatic reconciliations Close maintenance

Account group Bank

Order	Name	Type
1	One to One, +/- 5 days	Reconcile general
2	One to Many, + 3 days	Reconcile general
1		
2		

Settings for automatic reconciliations Close maintenance

Account group Bank

Order	Name	Type
1	One to Many, + 3 days	Reconcile general
2	One to One, +/- 5 days	Reconcile general